

10 "Smarter Work" New Year's Resolutions



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🐦 @inter_vivos

Reply "None"

Refrain from "Reply All" to emails. The people on the email are just like you...overwhelmed. If an individual isn't part of the problem or part of the solution, don't include them.



Lose the baggage

Don't send files through emails. Share them using social business tools. This not only frees up email network traffic, it also helps stay current on the latest information and unnecessary local storing of files.



Avoid calling meetings

How much can you do without interrupting everyone's day?
Use social tools for forums, activities and discussions. Use
precious meeting times for only those
things that can't be handled
through social collaboration.





Make every minute count

If you have to have a meeting, avoid default 30/60/90 minute meetings. Don't set a duration for a meeting until you know what's going to be covered. Then set the time appropriate for the content. Every minute is important... don't waste a single one.

Check before you text

We're so connected, reaching out to ask is often seen as the easiest thing to do. But often the information may be a click away. Do some quick searches before you default to asking. Smart people are usually very willing to help, but their time is valuable too. And often things you learn on your own are better retained than those just handed to you. Don't stop being social...just become a contributor, not just a consumer.

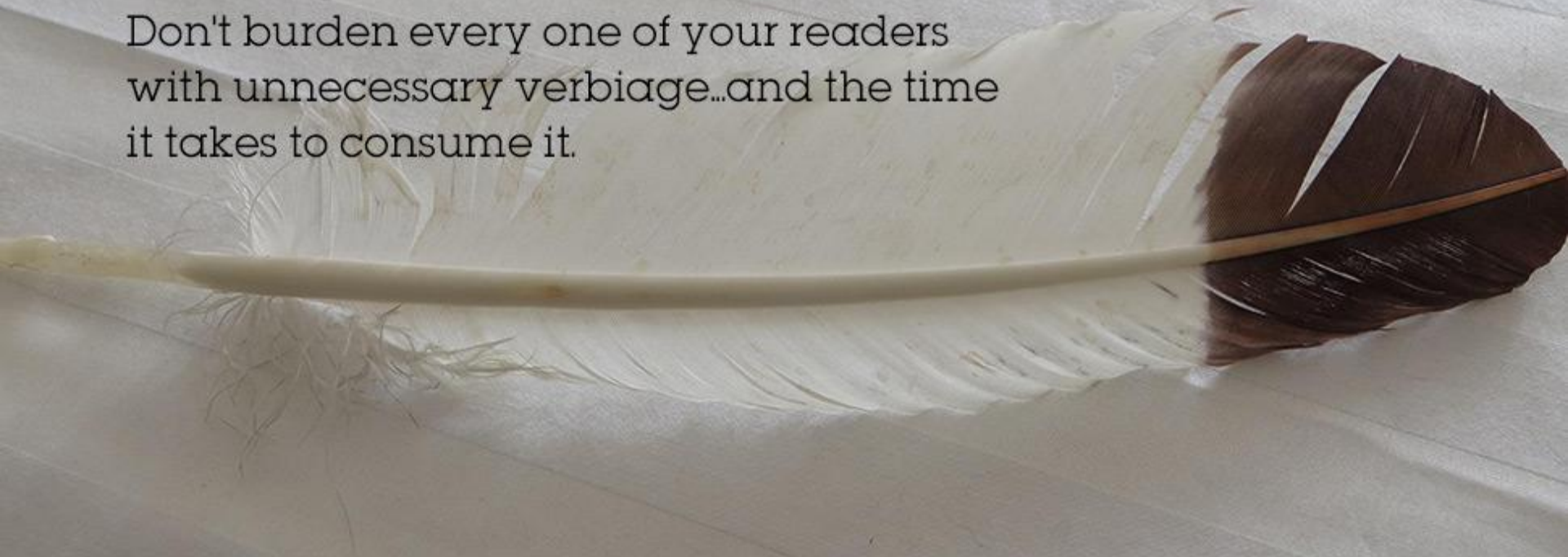


Be brief

Here's one I really have to work on.

Blaise Pascal stated, "If I had more time, I would have written a shorter letter." This may not be the case for novelists, but in business you should take the time to be concise.

Don't burden every one of your readers with unnecessary verbiage...and the time it takes to consume it.



Be on time

If you've agreed to attend a meeting, you've agreed to be on time. Most meetings, especially conference calls and webinars, usually begin 5 minutes late. This is to allow for the late comers to arrive. I've been on a webinar with 120 people waiting for 5 minutes to start. That's 10 hours of lost productivity. And if it's your meeting...start on time. Late arrivers are losers.





Mind the gap

If you work for one of those organizations that likely have people booked back-to-back in meetings, schedule your meetings to begin at 5 past the hour...and consider having it end 5 minutes before the half or top of the hour. This will allow your attendees time to transition to their next engagement.

Cast light, not shadows

Remember the people around you and make sure they get recognized for the value they bring. Don't stretch out to absorb all the light (praise). Reflect light to help others grow.



Consider a different Verse

I dislike sales pitches as much as you, but I wouldn't be suggesting this if I didn't believe IBM Verse can change the way you work and free you up for more productive and creative efforts. We need more of that! So check out IBM Verse. It's a #NewWayToWork.

www.ibm.com/verse





Wishing you a
prosperous and
“Smarter Work”
New Year!

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